



REPETITIVE TRACT HOUSING MODEL CHANGE SUBMITTALS

FOR PERMITS THAT HAVE BEEN ISSUED:

1. New application/plot plans must be submitted with the new Plans Check Number and option(s) indicated on the Plans check Number line, and "Model Change" indicated on the special conditions line.
2. Application/plot plans are submitted at the Planning Department counter (same procedures as new submittal).
3. A Request for Refund must be submitted to Permits staff. This form is available at the Information Desk. List the old permit number(s) on the Refund Request and use "Model Change" as the reason for the Refund Request.

FOR PERMITS THAT HAVE NOT BEEN ISSUED, BUT APPLICATIONS ARE BEING PROCESSED:

1. Call Permits at 229-4847 to notify tract permit staff that you are going to submit a model change and to hold the application/plot plans that have already been submitted. The revised application/plot plans will be processed instead.
2. The tract permit staff will locate the application/plot plans and make a notation to hold them until the revised application(s) and plot plans are signed and stamped.